

CALIFORNIA COMMUNITY COLLEGE COUNSELORS/
ADVISORS ASSOCIATION FOR ATHLETICS

CONSTITUTION

And

BY-LAWS

(October 15, 1988)
(Revised April, 1993)
(Proposed 2/24/99)
(Revised October, 2005)
(Revised and Ratified April 2, 2009)
(Revised and Ratified March 2016)

**California Community College Counselor/
Advisor Academic Association for Athletics**

Constitution

Preamble

The present state of intercollegiate athletics in the Community Colleges system of higher education places unusual demands on students who wish to participate. There is competition between athletic and academic interests for the student-athletes time, energy and attention. Our belief is that Community Colleges can and *must* provide the opportunity for participants to be successful academically as well as athletically.

Article I NAME

The organization shall be known as the *Community College Counselor/Advisor Academic Association for Athletics (3C4A)*.

Article II PURPOSE

The purpose of the organization shall be:

1. To cultivate and improve the opportunities for academic success for student-athletes in Community Colleges by providing informed, competent, timely and holistic counseling.
2. To enhance communications between the academic and athletic communities while serving as a liaison between those communities.
3. To continue to elevate the status of the profession of academic and athletic counseling.
4. To facilitate and support research in the field of counseling and advising for student athletes.
5. To promote the idea that all Community Colleges in the United States that have athletic programs should also have Academic Support Program, this includes counseling and advising for student athletes.

Article III MEMBERSHIP

Membership of this association shall be composed of professionals within the Community College system whose purpose is to, counsel and assist student-athletes in the pursuit of their academic and athletic goals and affiliate members who are individuals with related interests. Such affiliates can include but are not limited to high school and university counselors and student interns (see By-Laws, Article 1, Section 1). Both Community College professionals and affiliate members must be in good financial standing in regards to membership dues and commitments. Community College professionals will be referred to as professional members throughout this constitution.

Article IV- EXECUTIVE BOARD

The Executive Board shall consist of 3C4A elected officers including the President, past President, two Vice Presidents Treasurer/Membership and Secretary. The chair of the Executive Board shall be the President.

Article V - OFFICERS

The officers of the association shall be: President, Past President, two Vice-Presidents, Treasurer/Membership, Fundraiser, Parliamentarian, Secretary and the Management Council Representative. The Treasurer/Membership officer shall have an annual stipend not to exceed 5 percent of the total membership dues collected each year.

Article VI- COMMITTEES

The President, in consultation with the Executive Board, will seek interested members to appoint committees as necessary. If there is no response from the organization, the executive board will appoint a member or members to serve on committees. These may either be Standing committees or Ad Hoc committees to accomplish specific functions.

Article VII – CCCAA REPRESENTATIVES

There shall be two assigned representatives whose names will be submitted to the CCCAA Management Council as indicated in the CCCAA by-laws Article 4 section 4.4.4. The Representatives shall be selected by the President after consultation with the Executive Board.

Article VIII - MEETINGS

There shall be a semi-annual meeting of the general membership in conjunction with the California Community College Athletic Association fall and spring conference meetings or at a time and place designated by the Executive Board. Any changes in semi-annual meetings (for example, meeting with the N4A Region V Conference) must have approval with the majority of members present at the previous CCCAA conference.

Article IX - RATIFICATION

Any article, section or provision of this Constitution or its By-Laws may be altered, amended or repealed if ratified by an affirmative vote of no fewer than two-thirds (2/3) of the total number of professional members present casting ballots. The changes will become effective at the end of the spring conference or May 1 in the absence of a spring conference.

BY-LAWS

Article I MEMBERSHIP, DUES, REGIONS

Section 1 *Membership*

A. Professional Members:

Any person working within the California Community College system whose purpose is to counsel and/or assist student-athletes in the pursuit of their academic and athletic goals may become a member of the organization with voting privileges.

B. Professional Affiliate Members

Any person with related interests who works as a high school or university professional may become affiliate members at a reduced rate to be determined by the Executive Board. Affiliate members do not have voting privileges.

C. Affiliate Members:

Student Interns (paid or unpaid) who are working with students or student athletes at a California Community College or University, or any other individual interested, may become affiliate members at a reduced rate determined by the Executive Board. Affiliate members do not have voting privileges.

Section 2 *Length of Membership:*

Membership shall extend for one year beginning October 31st and ending the following year on October 30th. There will be no prorating for late membership registration.

Section 3 *Dues:*

Annual membership dues will be established by the Executive Board and shall be presented to the membership by October 1 or the fall annual convention. Changes in the amount of the annual dues shall reflect the anticipated expenses of the organization by the Executive Board and be presented to and voted on by the membership by simple majority. Any dues revenue remaining at the completion of the membership period shall be carried over in the budget for the new membership period.

Section 4 *Regions:*

In the State of California, Professional and Affiliate Members shall be delegated to the northern or southern region of the State, based on geographic location. The Northern Region shall be made up of all California Community Colleges located north of Bakersfield College and the Southern Region shall be all California Community Colleges located south of Bakersfield (including Bakersfield College). Community Colleges located outside of California shall be delegated to either the northern or southern region as decided by the Executive Board.

ARTICLE II – POWERS, DUTIES and VOTING

Section 1 Powers and Duties: The general professional membership shall have jurisdiction in all matters relating to the purposes of the Constitution.

Section 2 Voting: Each professional member shall be entitled to one vote per office/issue in General Membership meetings.

Section 3 Absentee Voting: Absentee ballots may be requested by the membership and returned to the election chair 14 calendar days prior to the spring convention. Absentee voters must sign and date their ballots and return the ballot in a sealed envelope with their signature over the seal.

Section 4 Proxies: In the event a professional member is absent from a General Membership meeting, no provision may be made to have a substitute act

as a proxy in that member's behalf unless previously approved by the Executive Board.

Article III EXECUTIVE BOARD AND OFFICERS: TERMS & DUTIES

Section 1 *Duties of Officers:*

A. President: The President shall be the Chief Executive Officer of the organization. The term of office shall begin at the conclusion of the annual spring conference.

The Presidents duties shall include:

1. Actively network and communicate with appropriate bodies interested in the advancement of Student-Athletes educational goals (e.g., NCAA, NAIA, N4A, CCCAA, NJCAA).
2. Actively and consistently promote the mission of the organization.
3. Attend and chair Executive Board meetings.
4. Attend Conference Planning Committee meetings.
5. Initiate and participate in planning 3c4a Convention agenda.
6. Represent the Association or appoint a representative at all regular and special CCCAA meetings.
7. Appoint Committees as necessary to carry out the business of the Association.
8. Prepare a recommended budget to cover the operation of the Association for the ensuing year which will be presented at the fall general membership meeting.
9. Work in close association with the Treasurer in preparing financial reports.

B. Past President: The duties of the Past President shall include:

1. Serve as an Advisor to the Executive Board in all leadership meetings and counsels.
2. Train officers as necessary.
3. Procuring, engraving and distributing Association Honor Awards.
4. Procure annual convention favors.
5. Other duties as assigned

C. Vice Presidents: There shall be two Vice-Presidents, one representing the north region, the other representing the south. Duties of the Vice-President shall include:

1. Facilitate Northern and Southern semi-annual regional meetings.
2. Assist the President with his/her duties and special projects.
3. Preside in the absence of the President.

4. Represent the Association at appropriate meetings and events in the absence of the President or when appointed.
5. Serve on the Conference Planning Committee.
6. Serve on and chair the Election Committee.
7. Co-chair the Awards Committee.
8. Serve as a liaison to the CCCAA and its affiliate organizations.
9. The Vice President with the most seniority in the organization shall assume the duties of the President if the President is unable to fulfil his or her term (see election of officers 6.1).
10. Serve on any Special/Ad hoc committees as necessary.

D. Treasurer/Membership: The duties of the Treasurer/Membership Chairperson shall Include:

1. Maintain a current and accurate list of both professional and affiliate members.
2. Maintain an accurate account of all funds.
3. Submit a financial statement to the Association membership during the Spring Conference meeting.
4. Serve on the Conference Planning Committee.
5. Serve as a liaison to the CCCAA and its affiliate organization.
6. Submit necessary forms to the IRS concerning the 3c4a financial account.
7. Serve on any Special/Ad hoc committees as necessary.

E. Secretary: The duties of the Secretary shall include:

1. Maintaining a historical record of all events related to the organization
2. Keep the notes and minutes of committee meetings and conferences and submit to the appropriate chair for distribution, as necessary.
3. Serve on the Conference Planning Committee
4. Serve as a liaison to the CCCAA and its affiliate organizations
5. Serve on any Special/Ad hoc committees as necessary.

F. Parliamentarian: The duties of the Parliamentarian shall include:

1. Review and study the unit by-laws and standing rules annually.
2. Act as consultant to the presiding officers, committees and members on matters of procedures.
3. Preside over procedural meetings.
4. Recommend by-law revision as needed.
5. Assist the Executive Board when called.
6. Have a general understanding of Roberts Rule of Order.
7. Serve on any Special/Ad hoc committees as necessary

G. Fundraiser: The duty of the Fundraiser shall include:

1. Develop fundraising strategies to fund special programs of the Association.
2. Serve on any Special/Ad hoc committees as necessary.

Section 5 *Terms of Officers:*

1. The term of office for each Executive Board member shall be two years commencing May 1. Appointed officers serve at the privilege of the Executive Board.
2. No person may hold two (2) elected or appointed positions simultaneously unless presented by the Executive Board and approved by the membership.
3. No person may be nominated for an elected position with less than two consecutive years of professional membership.
4. Current or previous officers can accept nominations indefinitely.

Section 6 *Election of Officers:*

1. The President in conjunction with the Executive Board and Parliamentarian shall appoint a California Community College professional member in good standing to fulfill vacated unexpired terms until the next general election. If the vacated position is that of the President, then the Vice-President with the most seniority in the organization shall serve in the absence of the President until the next general election.
2. Nominations shall be solicited during the Fall Conference meeting.
3. The Vice-President, whose term is not up for re-election, shall be the Election Chair and conduct the elections before and during the Spring Conference meeting. If the election chair is on the ballot, the President, in consultation with the Executive Board, shall appoint a member of the Executive Committee who is not on the ballot to chair the Election Committee.
4. Any active professional member may nominate another from October 1 through January 31 for inclusion on the ballot.
5. The Election Chair shall solicit two (2) volunteer professional members from the assembly to assist with the election (distribution of ballots, counting of ballots etc.).
6. Officers will be elected by a simple majority of voting members and absentee ballots counted during the annual Spring Conference Meeting.
7. The announcement of new officers shall be made prior to the completion of the final session of the Spring Conference or May 1.

Article IV COMMITTEES

Section 1 *Executive Committee*

- A. The Executive Committee will be comprised of all 3C4A officers including:
 - 1. President
 - 2. Vice-President-North
 - 3. Vice-President-South
 - 4. Treasurer/Membership
 - 5. Secretary
 - 6. Past President
 - 7. Fundraiser
 - 8. Parliamentarian
 - 9. Management Council Representative

- B. The Chair of the Executive Committee shall be the President.

- C. The duties of the Executive Committee shall be to:
 - 1. Perform all duties requested by the membership.
 - 2. Serve as a Budget Committee.
 - 3. Serve as a Constitution Committee
 - a. Propose amendments to the Constitution and/or By-Laws, as necessary
 - b. Accept proposed amendments to the Constitution and/or By-Laws from the membership
 - c. Implement revisions as necessary
 - 4. Serve on and/or chair committees, as appropriate.

Section 2 *Conference Planning Committee:*

- A. The Conference Planning Committee shall be a standing committee comprised of:
 - 1. The Executive Board
 - 2. Two (2) volunteer professional members.

- B. The Chair of the Conference Planning Committee shall be the President.

- C. The duties of the Conference Planning Committee shall be to develop the agenda for CCCAA conference meetings and facilitate the membership meetings.

Section 3 *Awards Committee:*

- A. The Awards Committee shall be a standing committee comprised of:
 - 1. Both the Northern and Southern Vice-President who shall serve as co-chairs.
 - 2. One volunteer professional member
- B. The duties of the Awards Committee shall be to:
 - 1. Advertise and solicit nominations from the professional members for the Athlete Achievement and Honoring our own Awards.
 - 2. Work as a committee to select the recipients of these awards.
 - 3. Notify the President of the award winners who will forward them to the membership.
 - 4. Work with the Conference Planning Committee in organizing the CCCAA awards luncheon.
 - 5. Advertise and solicit nominations for possible future awards.

Section 4 *Election Committee:*

- A. The Election Committee shall be a standing committee comprised of:
 - 1. The Vice-President whose term is not expiring.
 - 2. Two (2) volunteer professional members who are not on the ballot.
- B. The Chair of Election Committee shall be the Vice President.
- C. The duties of the Election Committee shall be to:
 - 1. Advertise the open position and solicit nominations from the professional members during the Fall Conference meeting.
 - 2. Accept nominations from October 1 – January 31.
 - 3. Conduct the balloting (e.g., distribution of ballots, counting of votes) at the Spring Conference. If there is no Spring Conference, other means will be used such as United States mail or e-mail.

Section 5 *Special Committees/Ad hoc Groups*

Other, Special Committees and/or Ad Hoc Committees may be established by the President in the consultation with the Executive Board.

Article V MEETINGS

Association meetings shall be held in conjunction with the California Community College Athletic Association (CCCAA) Conferences during in the fall and spring, or at a time and place designated by the Executive Board.

